

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title:	<b>CONSTABLE</b>
Jurisdictional Class:	<b>Competitive; Non-Competitive, part-time</b>
Date Adopted:	<b>Unknown</b>
Date Revised:	<b>1/28/97</b>
Jurisdictions:	<b>Towns</b>
Union Status:	
Pay Grade:	

**DISTINGUISHING FEATURES OF THE CLASS:** This class involves the performance of peace officer duties within the limits established by the local legislative body as authorized in Section 10 (4) (a) of Municipal Home Rule Law and Sections 150.10 and 150.20 (3) of Criminal Procedures Law. The position has peace officer status by definition found in Section 2.10 of Criminal Procedures Law. Constables have the authority to issue appearance tickets only for violations of local laws, ordinances and regulations relating to the public health, safety and welfare and not general state laws. Constables do not have “stop and search” authority and must report suspected illegal acts to the appropriate law enforcement agency. The term of office for the position is one year. The work is performed under the supervision of the Village Mayor/Town Supervisor who is authorized to make rules and regulations as required for the administration of the office of Constable. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Patrols village/town streets to observe the conduct of persons and reports illegal activities to appropriate law enforcement agencies;  
Checks doors and windows of buildings to determine they are secure;  
Issues appearance tickets to persons who violate village/town local laws, ordinances and regulations;  
May direct traffic during emergency situations or unusual traffic congestion;  
Attends sessions of the Village/Town Court to maintain order and decorum when requested by the Village/Town Board;  
Attends parades and other public gatherings to maintain order;  
Makes regular reports of activities to the Village Board of Trustees/Town Council.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of local laws, ordinances and regulations authorized by local legislative body to enforce; good knowledge of practices and procedures used in the issuing of appearance tickets; good knowledge of the limits of authority as a peace officer; working knowledge of practices and procedures used to direct traffic; working knowledge of practices, procedures and techniques of crowd control; working knowledge of appropriate area law enforcement agencies and methods of reporting illegal activities; skill in checking the security of buildings and other property; skill in observing conduct of persons and identifying potential illegal activities; ability to prepare oral and written reports on activities; ability to maintain calm and composure in stress situations; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from high school or possession of high school equivalency diploma; **OR**
- (B) Two (2) years experience performing duties directly related to providing or maintaining building or property security, police work, or similarly related activities or its part-time equivalent.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

Last Reviewed: n/a  
Last Updated: 01/28/97  
Reviewed By: n/a  
Last Reallocated: n/a

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